

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address **Application Number** Application Date Department of Education Office of Vocational Education Division of Vocational Instruction Date Completed Date Received Application Number Atlanta, Georgia DEC 1 6 1981 NOV 1 9 1981 Telephone Number **Working Title** 2. Person to Contact 656-2560 Division Director Ed Word 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. ☑ Amend Application No. 81-14A ____ Check One:

Change; □ Supercede; □ Void 5. Records Series Title (followed by title used in office; if different)
DIVISION-WIDE COMMON 4. Dates of Series Earliest Latest Vocational Organizations Affiliation Files To Date What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function No Change This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: No Change Included are: File is arranged: How often are records referred to which are: 8. Monthly Reference Rate __; Seven to twelve months old _____; Thirteen to twenty-four months old _ One to six months old _ twenty-five months and older _____? 9. Annual Rate of Accumulation of Records ____; Shelves _____; Other (specify) _ Legal-size drawers _ Letter-size drawers

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YES	NO	10. Questionnaire		("in the proper or	olumn)	
		 a. Is this the offi If not, where i 	• •	series?		, and
	•		7	lential information	n requiring security handling? If yes, cite law or regulati	ion,
		c. Is this a vital r	ecord?			
				l or long term rese	· · · · · · · · · · · · · · · · · · ·	
			wo documents i <u>scheduled separ</u>		necessary to keep the entire file for a long period, could	these
			جيدم		published? If yes, attach copy,	
		<u> </u>	юру.		analyzed and/or recorded in a summarized report?	
-//	* :	h. Is there a dupl If yes, where?	ication of this s	eries in your offic	e, or in another office or agency?	
			_	on of it) regularly		
		-		n a computer prin		
11. Re	etent	ion Requirements	- ↑ Th	e tollowing requir	es the series to be kept:	
a.	Sta	te Law		vears.	d. Audit period	vears.
		tute of limitation		years.	e. Administrative need3	
c.	Fed	leral law		years.	f. Federal retention instructions	years.
_						
A	ttach	copy or excert of I	aws or regulatio	ns. Explain admi	nistrative need.	:
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12. A	ppro	ved Disposition Inst	ructions Th	is agency recomm	ends that the file series be cut off at the end of each:	
	-	-	K	Calendar Year; [Fiscal Year; Other	then,
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					year(s); then	
		nsfer to local holding	•	•	·	
		insfer to State Recoi	us Center, noid	yea	ir (s), then	Ġ
		nsfer to State Archi	ves for permane	ent retention.		
(3)		ner <i>(Specify)</i>	·			:
		Revi	ew Folder	and destroy	all material three (3) years or older.	•
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		NOCE	Fariter	destruction	authorized.	
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Ti	hese	instructions apply to	all prior and f	uture accumulatio	ons of the series.	•
Agency	y Hea	d/Designee (Signa	ture)	Date	Records Management Officer (Signature)	Date
Pa	Pla	10/11	11	11/10/0	Walker L. Baumgardner	11-18-81
C 01		T Nayma	en Culp	11/19/81	water of Journgardner	11-18-8/
-				, , ,	State Records Committee (Signature)	Date
		dations in para-			1	
		e approved.	State Aud	itor/Designee	1 munt and	12-8-81
		ved, attach letter		33	0 -1 -	10 - 1:
of exp	ianat	<i>ion.)</i>	Secretaky	State/Designee	Carrole Hav	1/2-7-8/
			Attorney G	eneral/Designee	In william e	11 11/11
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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention. Scheduling	dection,		
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date	Department of Education	Application Number 81-14-A	
	Office of Vocational Education Division of Vocational Instruction		
Application Number	Atlanta, Georgia	Date Received Date Completed	
	110101101, 0001611	MAY 1 8 1981 MAY 2 8 1981	
2. Person to Contact Ed Word	Working Title Division Director	Telephone Number 656–2560	
b. Dispose of present a c. Mamend Application 4. Dates of Series Earliest Latest To date 6. Division and Office Function The function of the to supplement throut The organizations a enrolled in marketi of America (FBLA) f (3) Future Farmers (4) Future Homemake programs; (6) Vocat trade, industrial,	Vocational Youth Organizations is to prov gh contests and special projects the tradi re (1) the Distributive Education Clubs of ng or distributive education programs; (2) or students enrolled in business and offic of America (FFA) for students interested i rs of America (FHA); (5) Georgia Associati ional Industrial Clubs of America (VICA) f technical and health occupations programs; of America for students enrolled in the C	les n which this record series is created? ide the members opportunities tional classroom education. America (DECA) for students Future Business Leaders e education programs; n all areas of agriculture; on of Industrial Arts or students enrolled in and (7) Vocational	
7. Record Series Description Documents relating to: r	This file contains the following documents (include form no Attach samples of the file. ecording local chapter affiliation at the	•	
Included are: No Cha	nge.		
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File is arranged: by voc	ational organization; thereunder by school	system.	
	How often are records referred to which are:		
One to six months old	; Seven to twelve months old; Thirteen	to twenty-four months old;	
twenty-five months and old	ler?		
9. Annual Rate of Accumulation	ion of Records		
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify)	
AD 50 74. 0 30			
ÁR-50-71; Rev. 76	(Over)		

a. Is this the	naire (Place an "X" e official copy of the	" in the proper colur	mn)			
If_not, wh	official copy of the					_ <u></u>
		serieș?				₹ >
	here is it?					i
b. Does the	series contain confide	ential information re	quiring security hand	ling? If yes, cite law	or regulation	on.
c. Is this a v	ital record?	1	· · · · · · · · · · · · · · · · · · ·	1.		
	series have historical	or long term researc	h value?			
e, When one	or two documents in	n the file make it ned	cessary to keep the en	tire file for a long pe	riod, could t	these
documen	ts be scheduled separa	ately?	<u> </u>			
	ormation contained in	<u>n this series ever pub</u>	lished? If yes, attach	CODY.		
g. Is the info	ormation contained in	n this series ever anal	lyzed and/or recorded	in a summarized rep	ort?	
	duplication of this to	viac in your office.	or in another office or			
If yes, wh		ries ili your office, c				
	· 	n of it) regularly mic	crofilmed?			
	record series result in	-				
1. Retention Requireme	nts The	following requires t	the series to be kept:			
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b. Statute of limitation c. Federal law	,	years.	e. Administrati		3	years.
c. Federal law		years.	T. Federal rete	ntion instructions '		years.
Attach copy or excert	t of laws or regulation	ns. Explain administ	rative need			:
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OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education	Application Number
	Office of Vocational Education	81-14
Application Number	Division of Vocational Instruction	Date Received Date Completed
Tipping to the tippin	Industrial Arts Education	
	Atlanta, Georgia	1-6-81 1-15-81
2. Person to Contact	Working Title	Telephone Number
Samuel Powell	Assistant State	Supervisor 656-2543
3. Action Requested		
	Schedule, record will continue to accumulate.	
•	cumulation; no further accumulation anticipated.	
	No Check One: Change; Superced	
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	
1977 to date	Georgia Association of Industrial Arts S Affiliation Files	tudents in America (GAIASA)
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
	tional Instruction is responsible for deve	
	on at the secondary and postsecondary leve	
	tate Plan for Vocational Education; develop	
-	lating to instructional areas; providing co	
	involving all phases of the instructional	
evaluation of local	school systems' vocational programs; revie	wing architectural plans
	tems' voactional facilities; reviewing req	
	equipment; reviewing vocational education	
· • • • • • • • • • • • • • • • • • • •	and in-service training programs; and sup-	ervising vocational student
organizations at the	state level.	
	t	
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if any):
Documents relating to: re	cording local chapter affiliation with GAL	ASA.
		•
Included are: Affilia		
MIIIIIa	tion Forms (Membership Application)	
related	correspondence	
	·	•
		•
* .		
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File is arranged: alphabe	tically by school system.	
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old	; Seven to twelve months old; Thirteen to	twenty-four months old;
twenty-five months and olde	er?	
9. Annual Rate of Accumulation		
Letter-size drawers 1/4	; Legal-size drawers; Shelves;	Other (specify)
AB-50-71: Bev. 76	(Over)	

		per column)		
37 I I	fficial copy of the series?			
b Does the ser	•	mation requiring security handling?		
X			<u> </u>	<u> </u>
	I record? ries have historical or long ter	m research value?		
u. Does tills set		ake it necessary to keep the entire fi	le for a long period, could th	ese
X documents b	pe scheduled separately?	;		
X f. Is the inform	nation contained in this series	ever published? If yes, attach copy	/	
g, Is the inform	nation contained in this series	ever analyzed and/or recorded in a	summarized report?	
1 1 11 VES. ALIACI	n copy. Sincation of this series in you	office, or in another office or agend	cv?	
1 77 1				
1 57	-	ularly microfilmed?		
	ord series result in a computer. The following	requires the series to be kept:		
Ti. Hetention Hequiements	, The following	requires the series to be kept.		
a. State Law	years	. d. Audit period		years.
b. Statute of limitation	years	. e. Administrative ne		•
c. Federal law	years	. f. Federal retention	instructions	years.
	ti.			
Attach copy or excert o	f laws or regulations. Explain	administrative need.		
		•	•	
	iles area month(s)			then,
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